

Board of Selectmen
Minutes December 7, 2021

Convened at 6:00 pm

Present: Ken Christiansen
Andrew Artimovich
Jon Morgan

By Phone: Robert Mantegari

Christiansen called the meeting to order.

Daphne Woss, Town Clerk/Tax Collector swore in new part-time police officer James Saltzman.

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the Recreation register which consisted of 4 checks.

Joyce Gallant was in to present the weekly Treasurer's report. Please see last page to view the report.

Kip Kaiser, Building Inspector, had the following building permits to be approved this week:

- Mark Hewett, 5 Skim Milk Lane, replace 8 windows: signed by Board.
- Pike Industries, 84 Pine Road, replace filtration system: signed by Board.
- Jonathan Frizzell, 161 Crawley Falls Road, renovation of existing kitchen: signed by Board.
- Wade-Crowley Family Trust, 134 Pickpocket Road, electrical for kitchen remodel: signed by Board.
- Wright Builders LLC, 29 Rt 107, complete wire of new home: signed by Board.
- Walter Porter, 172 Pickpocket Road, install 20kw generator: signed by Board.
- Miki Farris, 1 Veazey Circle, install roof mounted solar panels: signed by Board.
- KG Realty Holding LLC, 113 Crawley Falls Road, complete wire of new home: signed by Board.

Morgan made a motion, 2nd by Artimovich to sign the appointment slip for James Saltzman. All in favor. The motion carries.

Artimovich made a motion, 2nd by Morgan to call Mantegari so that he can join the meeting via phone on loudspeaker. All in favor. The motion carries.

Morgan made a motion, 2nd by Mantegari to approve the non-public minutes of 11/30/2021 as written. Morgan – aye, Mantegari – aye, Artimovich – abstain, and Christiansen – aye. The motion carries.

Morgan made a motion, 2nd by Mantegari to approve the public minutes of 11/30/2021 as written. Morgan – aye, Artimovich – abstain, Mantegari – aye and Christiansen – aye. The motion carries.

Documents to sign:

- 1) Abatement form for 2021 tax lien – 54 Middle Road.
 - a. Artimovich made a motion, 2nd by Morgan to sign the abatement form for 54 Middle Road. Artimovich – aye, Morgan – aye, Mantegari – aye, and Christiansen – aye. All in favor. The motion carries.
- 2) Recreation department request to withdraw \$5028.87 out of their impact fee account for the purchase of field hockey nets.
 - a. Artimovich made a motion, 2nd by Morgan to approve the Rec. department to withdraw \$5028.87 out of their impact fee account for the purchase of field hockey nets. Artimovich – aye, Morgan – aye, Mantegari – aye, and Christiansen – aye. All in favor. The motion carries.

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Morgan spoke to the economic development committee. Morgan said with full support from the committee they would like to have a sign made saying "Bring it to Brentwood" to be put up on the Middle Road/Rt 125 area where the previous sign was posted, and they are asking for support from the BOS. They were quoted \$586 for a 10'x4' sign, printed and framed. Clement asked Morgan if the economic development committee required a budget and Morgan said this would be the last expense the committee foresees. Clement said if we have the quote, we can pay out of 2021 town office buildings budget. Artimovich asked if impact fees can be used and Clement said yes, from the town office account. Clement asked where it would be put up and Morgan said ideally where the old sign was and Artimovich said the solar sign is there now. Chief Bird said he will look into it and find a place. Artimovich made a motion, 2nd by Morgan to use \$586 from town office impact fees to purchase the "Bring it to Brentwood" sign. Artimovich – aye, Morgan – aye, Mantegari – aye and Christiansen – aye. All in favor. The motion carries.

Budgets:

1) Ambulance.

- a. Chief Bird was in attendance to present the ambulance and fire budgets. Bird said the ambulance account is a revolving account (not tax dollars) and it has gone down for 2022 due to him taking over stand by stipends under the Fire budget which was already approved. Bird said he has increased administration wages and adjusted wages according to the pay matrix that was already approved. Bird said the ambulance supplies line had increased due to soaring prices. Artimovich asked what the current balance is and if it was close to buying a new ambulance. Bird said yes, he can get it out of this one. Artimovich asked if we would be purchasing it soon and Bird said shortly. He needs to get the specifications confirmed, and it will still be out a year if ordered today. Morgan asked why the training line was down and Bird said he has swapped it to his Fire budget. Christiansen asked if the ambulance supplies had increased due to covid, and Bird said yes. Clement confirmed the revolving fund balance at end of October was \$476,309. Artimovich said that the budget committee likes to see what they have taken in and expended. Artimovich made a motion, 2nd by Morgan to approve the \$89,224 ambulance budget for 2022. Artimovich – aye, Morgan – aye, Mantegari – nay and Christiansen – aye. The motion carries.

2) Fire.

- a. Bird said the proposed increase for the 2022 budget is \$429,959.25 utilizing \$250,000 of ARPA funds to offset the increase leaving a tax impact of \$179,959. This increase includes the pay matrix and 4 full timers working 24 hours. Morgan asked what the tax impact is, and Clement said it is around a penny for every \$7,000 based off our valuation. Bird proposed using \$250,000 of the total ARPA funds in 2022, \$100,000 of ARPA funds in 2023 and in 2024 use \$50,000 of ARPA funds, leaving \$69,000 to be used elsewhere thereby reducing the tax impact.

Christiansen asked Bird to explain what this means to additional personnel and Bird said right now he is running 2 guys 12 hours a day, 7 days a week on a 6am to 6pm shift with the rest being filled by the call department. Bird said this budget is for 4 full timers, 24 hours a day, 7 days a week and fill the rest with per diems during the day (6a-6p) and use the on-call people at night (6p-6a) which will get an immediate response from somebody. Bird said the longest response is to Peabody Drive and that side of town has a response time of around 6-8 minutes. Christiansen asked what the number of missed calls we have to date, and Bird said it was over 100. Bird said the town is growing and the need for services is growing. Christiansen gives his full support. Artimovich asked why the heating oil line had not been used and Bird said he needs to fill 2 tanks before the end of the year. Artimovich asked about the telephone/communications line increase and Bird said previously they had been mixed in the middle of the budget. Clement said it also covers the cost of the new phone system from Block5. Morgan asked about the increase on the vehicle repair line and if it was a one-time big increase and Bird said no, both ambulances are currently sitting at McFarland's. Christiansen asked how old ambulance #2 is and Bird said 2006, they are on a rotation, ran on the front line for 8 years then back line for 8 years, then gone. Morgan said he has concerns over the many issues the vehicles have and wants to think about it from a planning and sustainability perspective. Bird said the budget for 2022 is \$961,309.41 with an overall increase of \$429,959.25 and Clement said \$250,000 of that is coming out of ARPA funds.

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Morgan made a motion, 2nd by Artimovich to approve the \$961,309.41 budget for 2022. Morgan made a motion, 2nd by Artimovich to approve the \$961,309.41 budget for 2022. Artimovich – aye, Morgan – aye, Mantegari – nay and Christiansen – aye. The motion carries.

- b. Bird wants to get everyone a new sweatshirt and go back to the traditional Brentwood logo on uniforms. Bird wants to order 53 for \$3975. Artimovich said we should make a uniform line in the budget and Bird said he did that only with full time employees. Artimovich said to use the equipment purchase line. Artimovich made a motion, 2nd by Morgan to purchase the sweatshirts with revised logo at \$3975. Artimovich – aye, Morgan – aye, Mantegari – aye and Christiansen – aye. All in favor. The motion carries.
- c. Bird would like to purchase new reflective yellow jackets with Brentwood Fire Rescue on the back as the original ones are 10+ years old. The cost is \$3059.50. Alyssa Cynewski (EMS Captain) has money in her budget to pay for this out of the ambulance fund. Artimovich made a motion, 2nd by Morgan to purchase the new yellow jackets for \$3059.50 from ambulance budget. Artimovich – aye, Morgan – aye, Mantegari – aye and Christiansen – aye. All in favor. The motion carries. Artimovich asked Bird to take \$1 from a line item and start a line for uniforms in the 2022 fire budget.

3) Animal Control Officer.

- a. Richard Sawyer was in attendance to present the animal control officer and police budgets. Artimovich said the animal control officer budget is level funded and made a motion to approve. Morgan asked if we had spent more than \$1616 so far and Clement said no. Morgan asked if we have an animal control officer and Sawyer said no, that would be a decision for the new Chief to make, and if we wanted to hire in the future, he has a robust posting for some of the certifications needed for the position. Artimovich made a motion, 2nd by Morgan to approve the \$6000 budget for 2022. Artimovich – aye, Morgan – aye, Mantegari – aye and Christiansen – aye. All in favor. The motion carries.

Bill Faria, 209 South Road said \$1616 is not enough money if we were to hire an animal control officer and suggests the animal control officer will bring in revenue and suggests \$3000. Morgan confirmed the number is \$6000.

4) Police.

- a. Sawyer spoke to the big line items and said the police budget was up to over \$1 million with a \$131,858, 14.94% increase. Sawyer said the retirement increase is out of their control and the 2021 budget had a part-time police chief, so by going to a full-time chief it has a ripple effect on different lines, holiday pay, etc. Sawyer said the proposed salary increase is a 2.5% step on the pay matrix and a 2.0% COLA. Sawyer said being competitive is important. Sawyer said the overtime line is up substantially as right now the Sheriff's department is handling the day shifts, however as we get up to staff and no longer use the Sheriff's department, we will have all hours covered. Clement said part of the increase in the overtime line was when the 2021 budget was built the hour was built in the 110 line and just the half time for the time and a half was put into the overtime line, so now all of the time and a half will be coming out of the 140 line. Artimovich asked about the \$20,000 increase in uniforms and Sawyer said with a new Chief, Sergeant, patrol officers, and part time officers we have 4-6 new people coming in. Sawyer said they have spare uniforms which they will try and reuse first after being dry cleaned and tailored. Sawyer said he will not embroider shirts so that they can repurpose as much as possible. Morgan said he thought \$7,000 to \$27,000 is a lot. Clement said it is about \$6,500 per person to uniform a new employee. Morgan asked why the software line had increased and Sawyer said it was due to a change in licensing. Christiansen said the retirement increase is huge. Sawyer said that is out of our control. Sawyer said there is new legislation proposed for the State to bring back paying some of their portion. Artimovich asked why the 120 line was so high and Clement said they calculated Sawyer for 12 weeks from January to March, with the Chief's overlapping for the month of March (paying 2 Chiefs during transition). Sawyer said the vehicle repairs is up and we have a pretty good fleet that has been well taken care of, however we have 1 vehicle at 100,000 miles, 1 at 80,000 and 1 at 70,000 which will need to be replaced in a 3–4-year period. Sawyer said vehicle fuel and oil is through the roof but out of our control.

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Artimovich made a motion, 2nd by Morgan to approve the police budget of \$1,014,438 for 2022. Artimovich – aye, Morgan – aye, Mantegari – aye and Christiansen – aye. All in favor. The motion carries.

Clement said the last 2 budgets will be presented next week: insurance and benefits.

Christiansen said the graduation for police officer Matt Kelly is on December 17.

Artimovich said the budget committee have passed everything so far and our budgets match.

At 7:21 pm Morgan made a motion, 2nd by Artimovich to go in to non-public for hiring, personnel, and reputation. Morgan – aye, Artimovich – aye, Mantegari – aye and Christiansen – aye. The motion carries.

At 8:15 pm a motion was made by Mantegari, 2nd by Morgan to come out of nonpublic session and seal the minutes. Mantegari – aye, Morgan – aye, and Christiansen – aye. The motion carries.

At 8:15pm Mantegari made a motion, 2nd by Morgan to adjourn. All were in favor. The motion carries.

Respectfully submitted,

Sarah Parkhurst.

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WEEKLY TREASURER'S REPORT

DATE:

12/7/2021

General Fund:

TD BANK

Previous Balance: 7,062,074.71

Deposits: 1,111,438.24

Payroll: 36,531.22 DDP: \$34,287.26
CHK: \$2,243.96

FICA: 9221.44

to Impact Fees Reg A/P Cks
\$661,133.17

NH Retirement \$21,461.35

A/P: Regular 682,594.52 Swasey : \$
FICA Return
void checks

CO-OP: \$

Account Balance: 7,445,165.77

Interest Earned
YTD: 2,253.02

Former MMA Interest Earned
YTD:

1253.26

Joyce A. Gallant, Treasurer
Jonathan Ellis, Deputy Treasurer